



# WELLNESS

Balancing Work/Life    Assessing Health    Moving More    Eating Healthier

## WORKS

This self-assessment is designed to assist Maricopa County employees in achieving an “ergonomically correct” work posture. Through a progressive series of questions and solutions, this program will enable employees to make proper adjustments to their office equipment configuration and workspace organization.

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## Navigating the assessment:

To complete the assessment, answer each question by clicking on the “yes” or “no” buttons, as appropriate. The assessment is interactive and will progress according to your responses. If prompted to make an adjustment to your workstation, it is important that you do so before proceeding to the subsequent steps.

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Your chair is the first piece of equipment that should be adjusted in your work environment.

Properly adjusting your chair can improve overall comfort, improve leg circulation, minimize stress to your back, and help facilitate a proper seated posture.

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# WORKS

- Does your chair have 5 legs?

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Yes

No





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# WORKS

- Do you know how to adjust your chair?  
Do you have information available for  
adjusting your chair (co-worker, manual,  
website, etc.)?

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Yes

No





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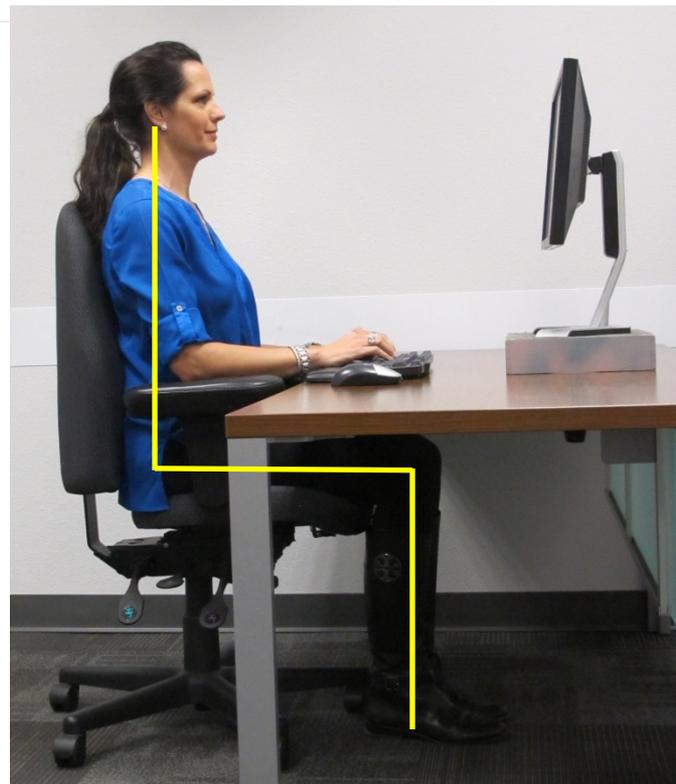
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## WORKS

Start by adjusting your seat height so that your feet rest flat on the floor and your knees and hips are positioned at a 90° angle.

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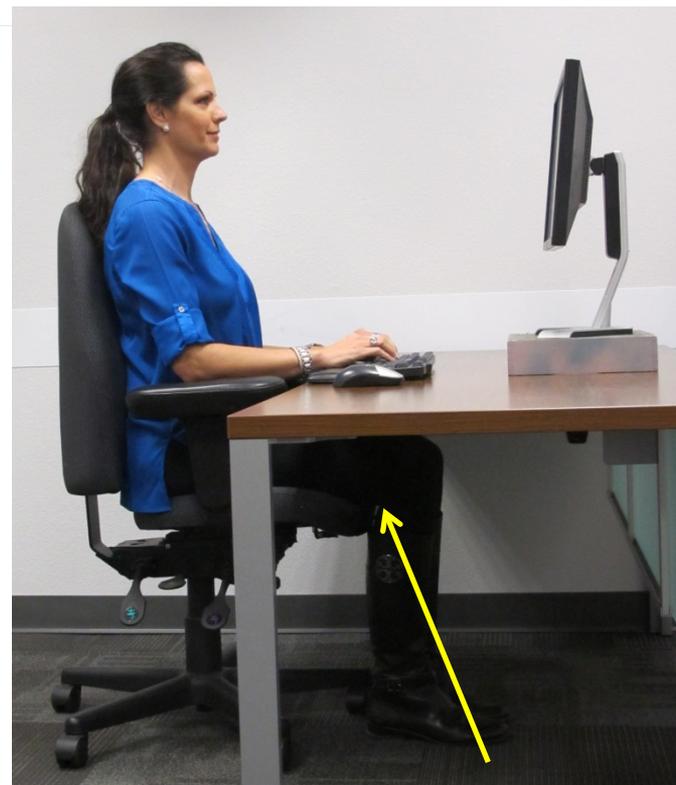
## WORKS

- Is there space between the back of your knees and the front edge of your seat?

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Yes

No





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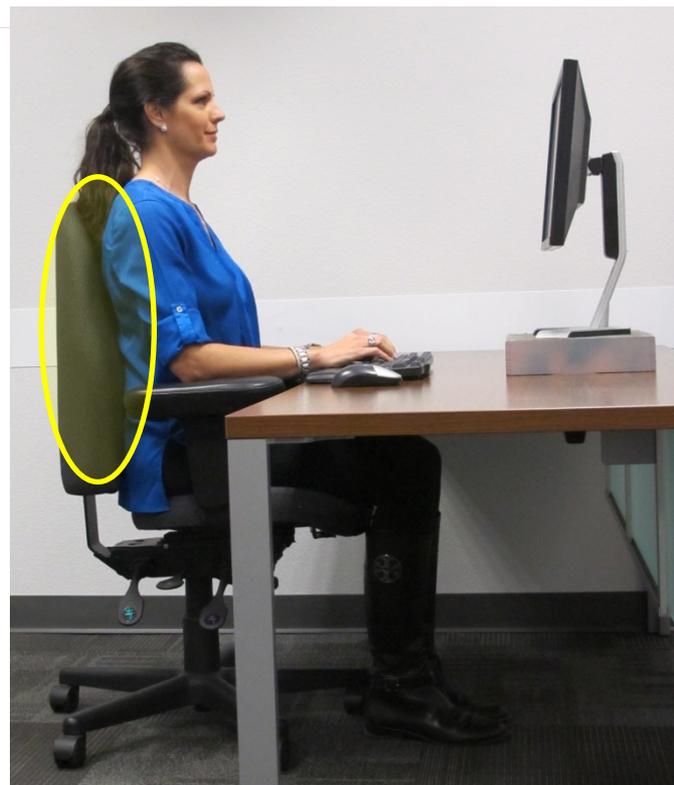
## WORKS

- Is your back in full contact with the backrest of your chair while working?

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Yes

No





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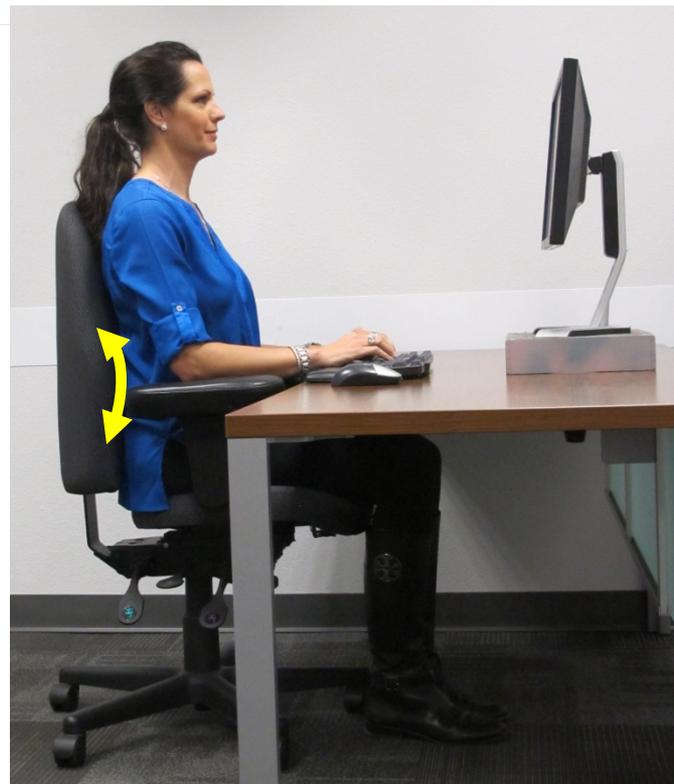
## WORKS

- Does your chair's lumbar support match your natural lumbar curve?

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Yes

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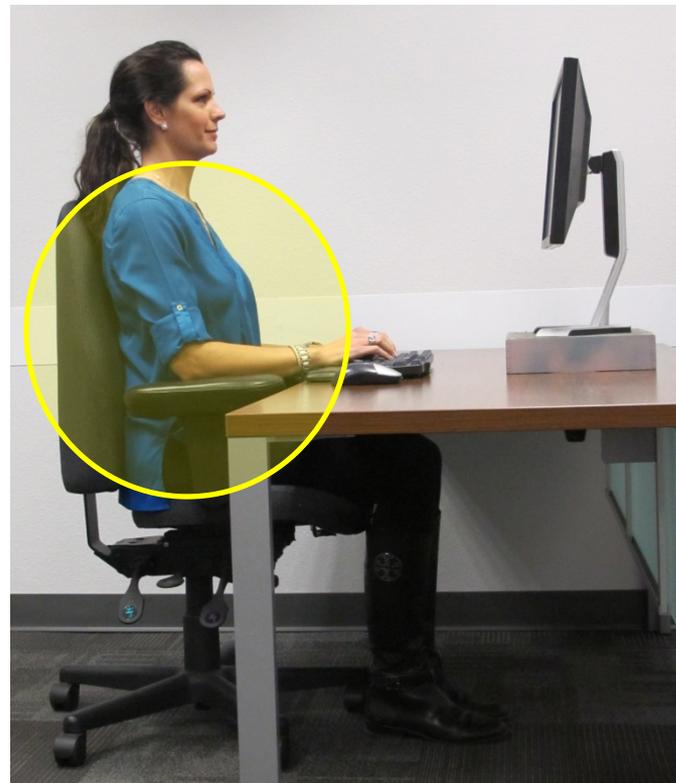
## WORKS

- Do your arms rest at approximately 90 degrees with your shoulders relaxed and elbows at your sides while tasking?

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Yes

No





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WORKS

Current safety standards (ANSI/BIFMA X5.1-2002) suggest that office chairs are equipped with no less than a five-legged base, in order to minimize the potential for tipping over.

Most chairs manufactured in the past 15 years have five legs and all “ANSI certified” equipment produced since 2002 will include this feature.

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**Office chairs come with a wide variety of adjustability features. Please take a minute to familiarize yourself with the capabilities of your specific chair. Listed below are the five most common chair features:**

**Seat Height Adjustment:** Usually located underneath the seat pan on the right hand side of your chair, this lever raises and lowers the chair.

**Seat Depth Adjustment:** Commonly located underneath the front or left side of the seat pan, this lever will allow the seat bottom to slide in a forward and backward motion.

**Lumbar Support:** Most chairs have some lumbar support on the backrest. You should be able to adjust the backrest up or down in order to match the lumbar curve of your back. Most chairs have a knob, lever or ratchet capability to raise or lower the backrest.

**Armrest Adjustment:** Armrests often move in both an up/down and inward/outward motion. There is usually a knob, a button or a trigger on each arm rest to control these actions.

**Back Angle Adjustment:** This lever allows the seat back to recline and/or be set firmly in an upright position. The lever is usually located underneath the seat pan on the right, rear of the chair.

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You should have approximately a 2-3 finger-width distance between the edge of the seat and the back of your knees.

Adjust the seat pan inward/outward, as necessary, to achieve this position.



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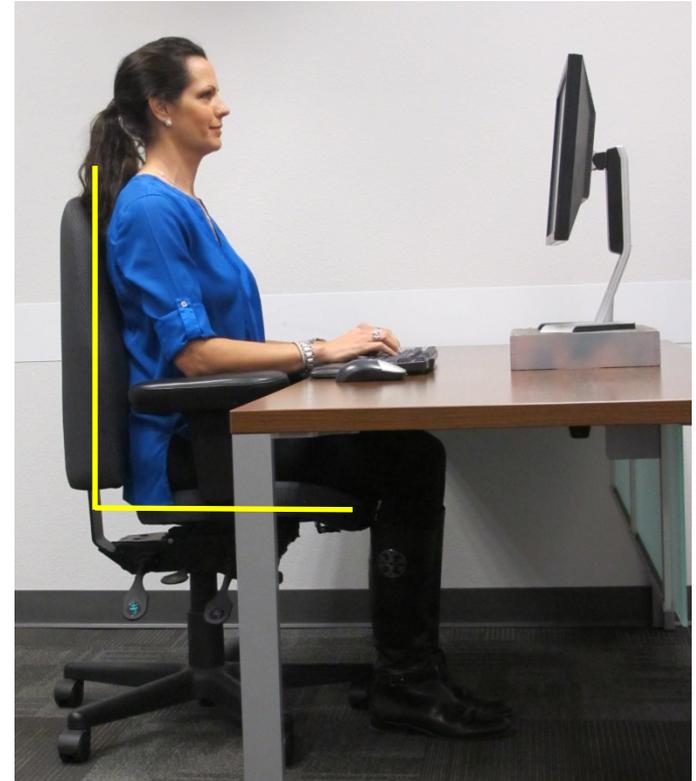
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## WORKS

Adjust the angle of your chair's backrest so that it is in full contact with your back. Remember to make this adjustment while sitting in an upright position (90° angle at the hips).

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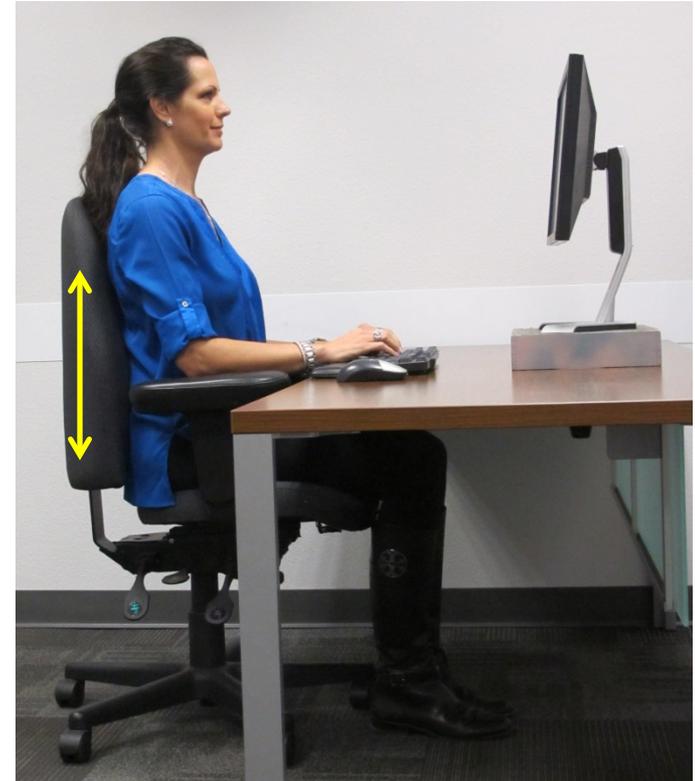
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## WORKS

Adjust the height of the lumbar support or the chair's back rest height to match your natural lumbar curve.

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## WORKS

If your chair has armrests, adjust the height so that your elbows are lightly resting on top of the arm pads.

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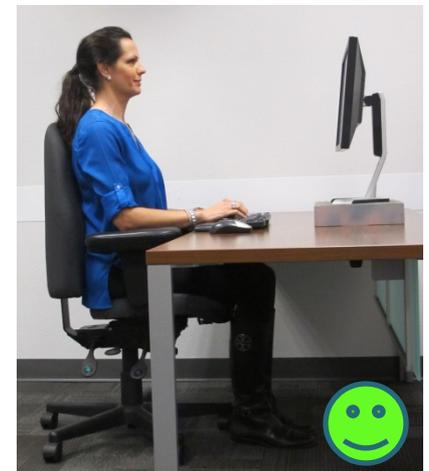
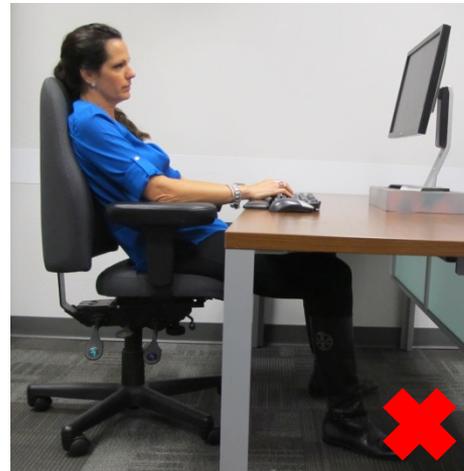
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## WORKS

After adjusting your chair to promote proper posture, the next step is to configure your computer equipment and workstation peripherals to support “ergonomically correct” work habits.

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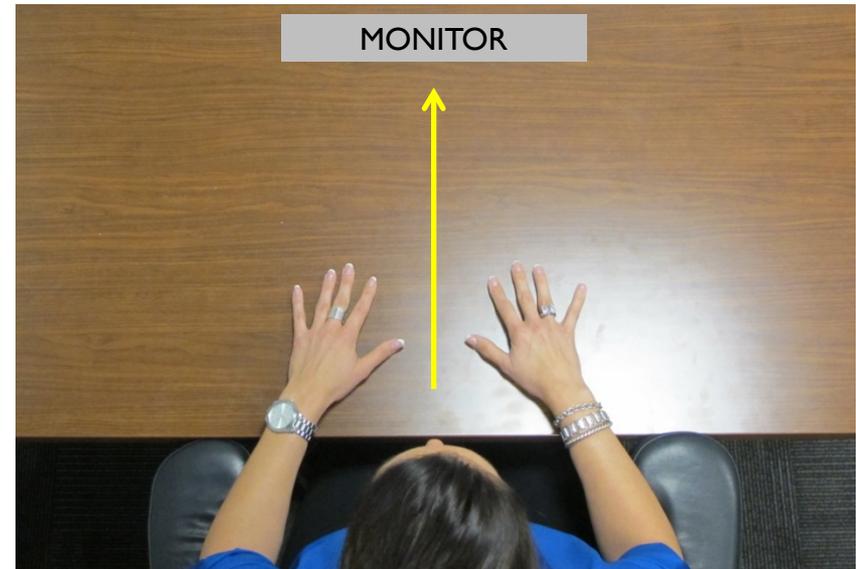
## WORKS

⌘ Are you positioned directly in front of your monitor and keyboard to reduce head, neck and torso rotation?

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Yes

No





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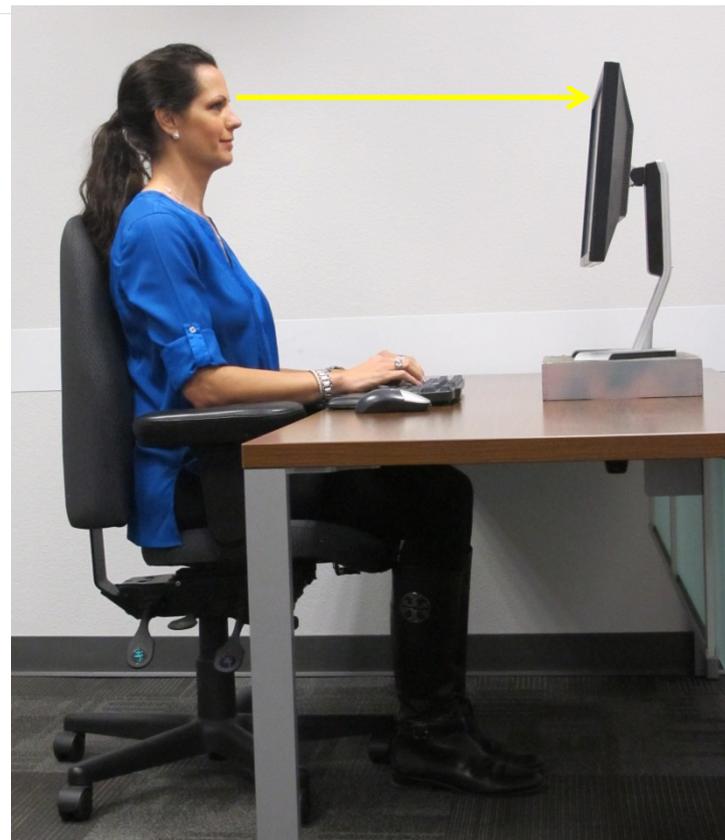
## WORKS

⌘ Is your monitor positioned so you are looking at the top of the screen, when seated, without tilting your head?

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Yes

No





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⌘ Is your monitor positioned approximately an arm's length away from your face?

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## WORKS

⌘ Do you notice glare on your monitor screen?

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Yes

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You should always sit with your keyboard and monitor positioned directly in front of you. If necessary, rearrange your computer work area to attain this position.

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# WORKS

Adjust the height of your monitor so that your eyes are level with the top third of the screen (generally you should be looking within the top 2 to 3 inches of your monitor).

Your eyes are trained to read downward. Therefore, starting your gaze near the top of the screen allows your eyes to naturally scroll down.

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Your monitor should be positioned a comfortable distance away from your face to minimize eye strain. An arm's length away is a recommended distance.

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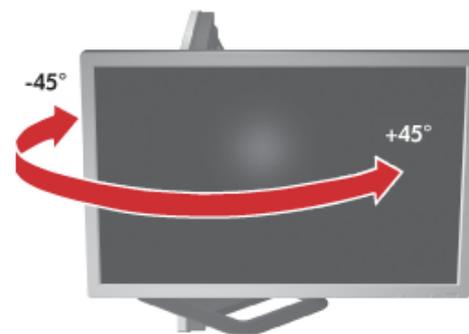
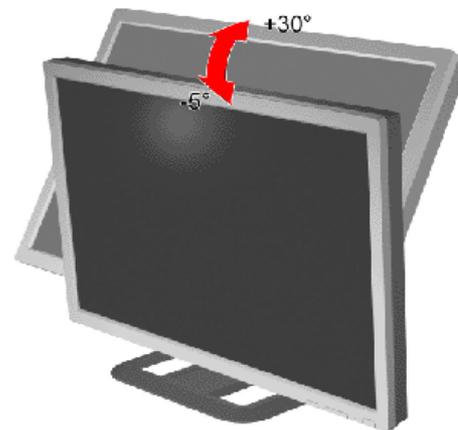
## WORKS

To reduce glare:

- ☒ Tilt or swivel your monitor slightly to reflect light away from your eyes.
- ☒ Focus task lights away from your monitor and directly onto your documents.
- ☒ Keep your monitor clean and free of dust.

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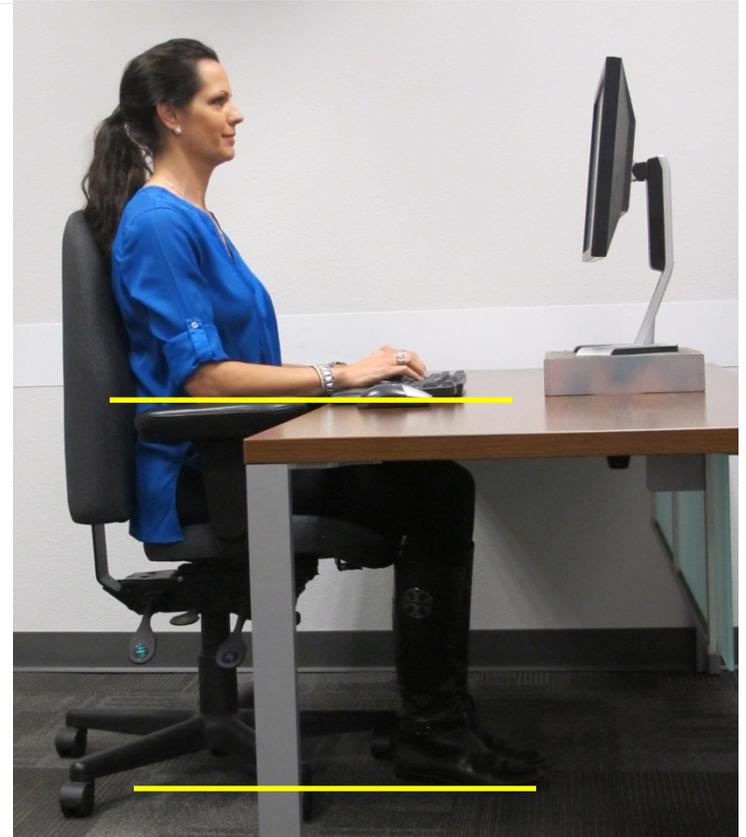
## WORKS

⌘ Is your keyboard positioned at about elbow height and forearms parallel to the floor when you are keyboarding?

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Yes

No





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## WORKS

⌘ When keyboarding, are your wrists straight? Neither flexed (tilted downward) or extended (tilted upward)?

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Yes

No





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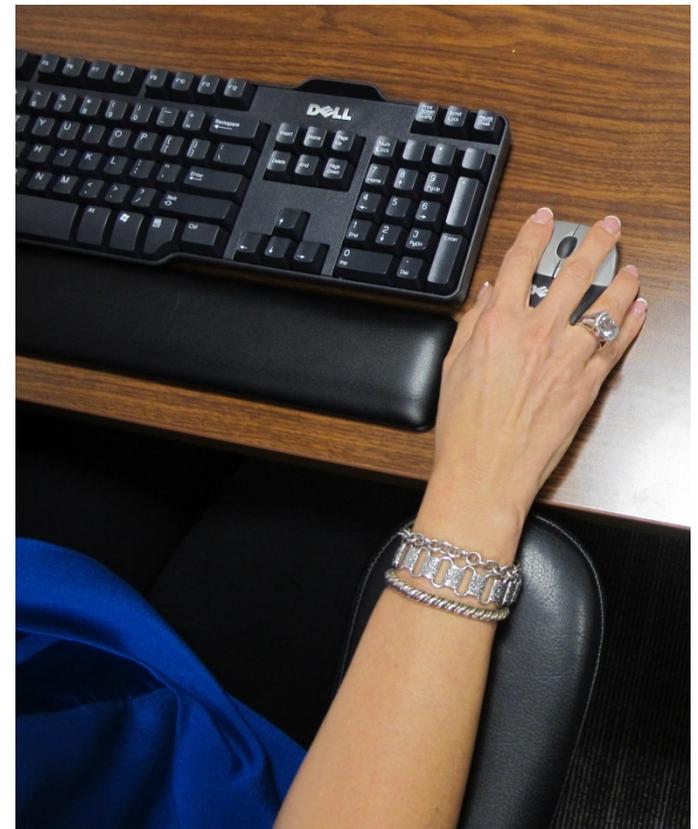
# WORKS

⌘ Is your mouse located next to the keyboard?

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Yes

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If you have a keyboard tray:

- ☒ Adjust the tray so that your keyboard is about elbow height.

If you DO NOT have a keyboard tray:

- ☒ Acquire a keyboard tray and make the appropriate adjustments.
- ☒ Adjust the chair height to level where your elbows are at the same level as your keyboard. Keep in mind that this adjustment will require reassessing the position and support of your feet (as discussed in step one of this assessment).

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## WORKS

Neutral wrist positioning (level with your forearms) will reduce strains and discomfort that may be associated with keyboarding.

- ☒ Ensure that the feet on the back of your keyboard are closed, so that your keyboard rests flat on the work surface.
- ☒ While typing, you should “float” your hands above the keyboard and NOT use the wrist rest if possible.



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## WORKS

⌘ When keyboarding, are your wrists straight? Neither flexed (tilted downward) or extended (tilted upward)?

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Yes

No





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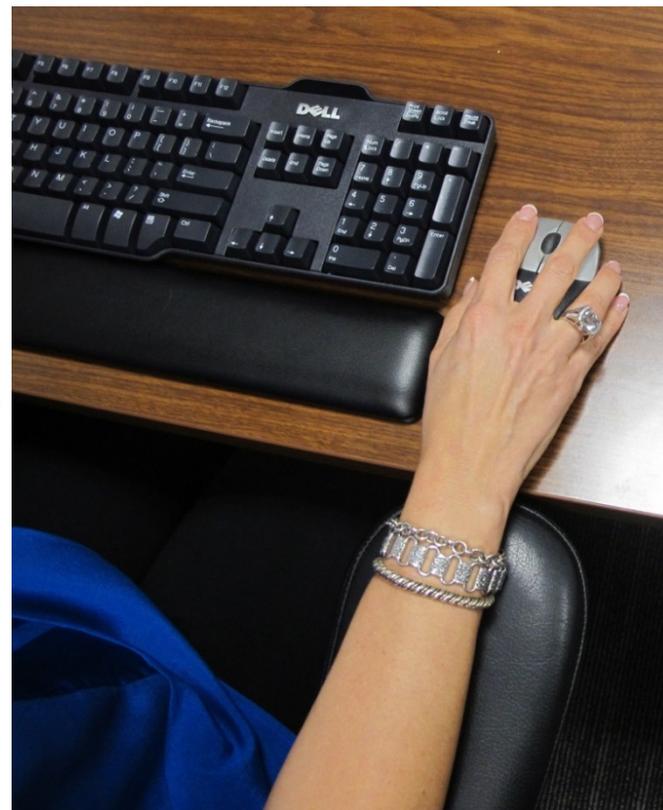
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## WORKS

Move your mouse as close to your keyboard as possible to reduce discomfort associated with overreaching.

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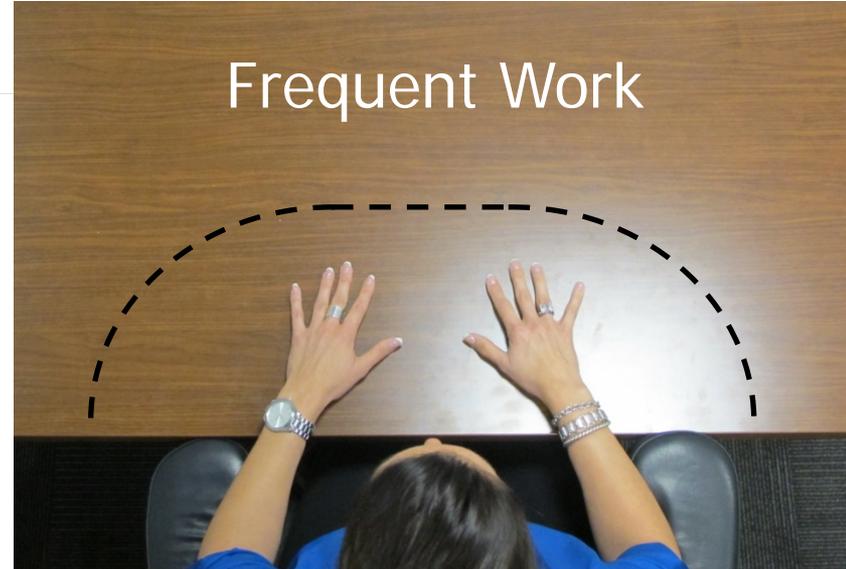
## WORKS

⌘ Are the most frequently used work items within easy arm's reach?

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⌘ Is your underdesk area free of clutter or stored items?

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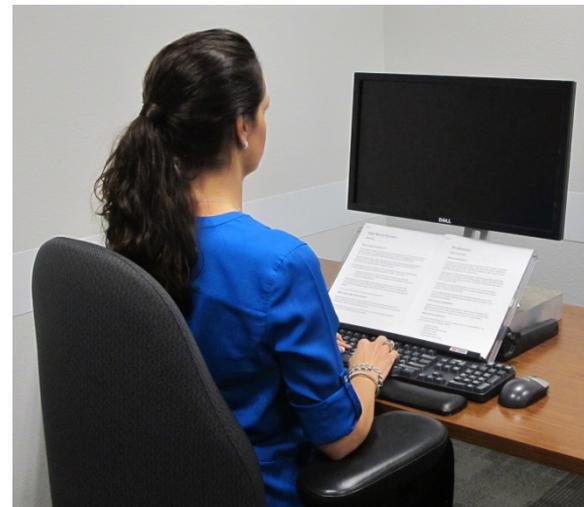
## WORKS

While typing, do you position your source documents at or near eye level and close to your monitor?

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Yes

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⌘ Do you hold your telephone with your hand to your ear, and without bending or tilting your head?

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Yes

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## WORKS

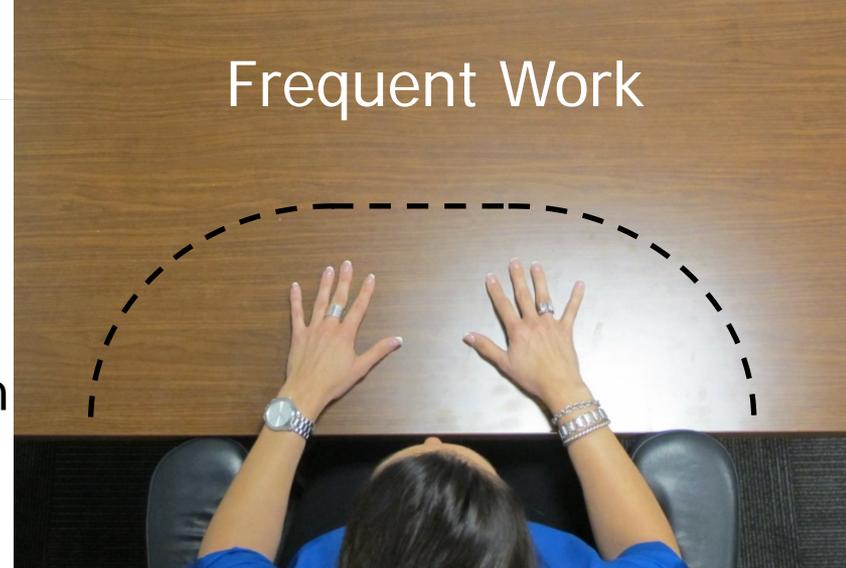
Keep frequently used materials within a 14 to 18 inch reach, occasionally used materials within 18 to 24 inches, and rarely used materials outside the “work envelope.”

This will minimize the frequency of bending, twisting, and extending.

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Frequent Work



Occasional Work





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Eliminate/rearrange underdesk items to allow you maximum leg room under your desk. This allows you more space to achieve a comfortable body position.

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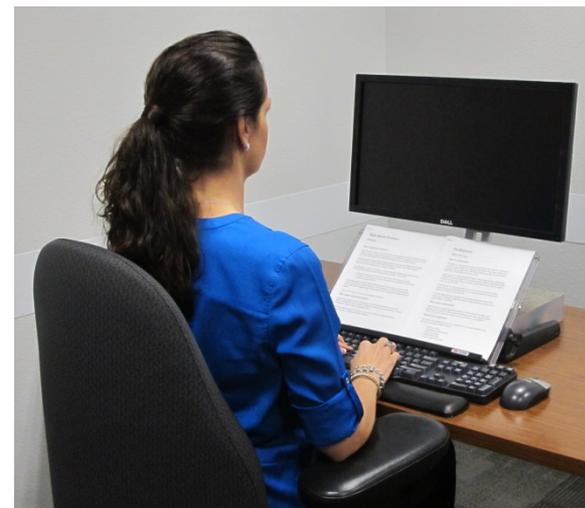
## WORKS

Position source documents between your monitor and keyboard. This best supports the straight alignment and natural reading progression that was discussed previously in this assessment.

If this placement is not feasible, place documents on an elevated surface as close to your screen as possible.

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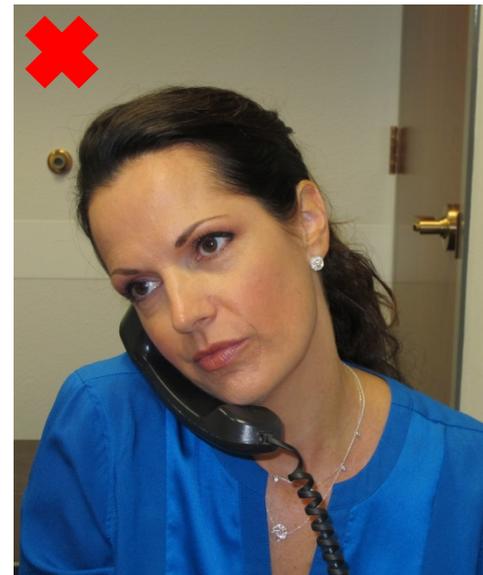
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“Cradling” the phone between your head and shoulder is a common cause of discomfort. To avoid bending your neck to hold the handset:

- ☒ Consider using a hands-free telephone headset.
- ☒ Use speakerphone enabling you to continue to work without holding the handset.
- ☒ Place calls on hold while completing a task.



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**Proper configuration of your workspace is essential to the promotion of good work habits. In addition, here are a few tips that you can incorporate into your daily work practice:**

- ✓ Keep an eye out for bad posture. Avoid sitting on your crossed leg, leaning forward to rest your elbows on the desk, leaning on your chair arms, etc. By paying attention to your work habits you will be able to maintain a healthier posture.
- ✓ When possible, organize your daily work activities in a way that allows you to vary your tasks and/or work posture throughout the day.
- ✓ Use your break time to stretch. By simply getting up and moving around for 1-2 minutes every hour you can greatly reduce any repetitive motion tension that may build up.

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This concludes the ergonomics self-assessment created by Maricopa County Ergonomics. We hope that the information provided through this process has enabled you to make necessary adjustments to work posture and/or equipment configuration that will allow you to create your own “custom-fit” workstation.

The goal of the Ergonomics Division at Maricopa County is to effectively prevent, eliminate or reduce work-related musculoskeletal discomfort. If, after you implement changes to your workstation, you continue to experience pain or discomfort we invite you to click here for the “[Ergonomic Request Form](#)” or visit on the Ergonomics page of the Wellness Website.

Thanks!

Maricopa County Ergonomics Team

[Close Self-Assessment](#)